

**SOUTHWESTERN VIRGINIA TRAINING CENTER**  
**Hillsville, VA 24343**

Revised May 7, 2007

**SWVTC Instruction 413**

TO: All Departments

SUBJECT: **MR/MI Unit Admissions**

1. Policy: Southwestern Virginia Training Center (SWVTC) will admit persons with mental retardation/mental illness (MR/MI) for short term, intensive training, and provide services to facilitate a successful return to community living. Admissions are voluntary. All individuals applying for admission will be pre-screened and reviewed for admission in compliance with applicable laws and regulations.
2. Purpose: This Instruction outlines procedures to be followed to determine eligibility for MR/MI Unit admission and to assist individuals accepted for admission. This unit is designed to provide intensive training to persons with MR/MI diagnoses and whose behavioral manifestations cannot be managed in a less restrictive setting. The enriched reinforcement schedule and structured environment of this Unit, concurrent with individualized adaptive behavior/therapy programs and psychiatric interventions, are designed to lead to each client's successful return to community placement.
3. Cancellation: None.
4. Procedure:
  - A. General Provisions:
    - 1) The SWVTC MR/MI Unit is certified as an intermediate care facility for mentally retarded persons (ICFMR) with a maximum bed capacity of eight.
    - 2) All admissions are intended for intensive short-term training and are time limited as indicated in individualized admission agreements with the referring CSB.
    - 3) Local Community Services Boards are the point of entry into the service delivery system.
    - 4) Entry services are available to individuals without regard to religious affiliation, ethnic origin, sex, degree of disability, or ability to pay.
    - 5) The MR/MI Unit is a regional center serving individuals residing in the 17 counties and 4 cities of Southwest Virginia.
  - B. Admissions Criteria:
    - 1) Individuals considered for admission to the MR/MI Unit must meet the following criteria:

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- a) Least Restrictive Environment: sufficient documentation that all less restrictive environments were exhausted prior to seeking admission.
- b) Mental Retardation: Psychological testing indicating intellectual and adaptive behavior functioning in the MR range prior to age 18. Applicants must meet ICF/MR criteria and Code of Virginia requirements.
- c) Mental Illness: Axis I diagnosis of Mental Illness.
- d) Residency in Catchment Area: resident of the designated catchment area, i.e., Virginia Planning Districts I, II, III, IV - the seventeen counties and four cities of Southwestern Virginia.
- d) Medical/Health Care: needs that can be met in a non-hospital, intermediate care setting.
- e) Age: ages 18-64, must be at least 18 years of age.
- f) Placement: Continued community placement must be threatened due to behavioral issues.
- g) Discharge Placement: must have appropriate, planned, identified discharge placement. If individual is moving into a different service area, the referring CSB is responsible for identifying designated service (Psychiatric and Case Manager). Upon discharge from MR/MI Program, follow-up services by the staff of Pathways will be offered for 3 months on a bi-monthly basis and then on an as needed basis.
- h) Forensics: Forensic issues will be considered on a case-by-case basis.

### C. General Procedures for MR/MI Unit Admission:

- 1) All applicants for admission shall be referred to the appropriate Community Services Board for pre-admission screening as specified in 37.2 - 806 and 37.2 - 805 of the Code of Virginia. The appropriate Community Review Team (Va. Code 37.2-505) performs pre-admission screening initially looking for appropriate services for the individual and alternative options.
- 2) Upon receiving the application letter for potential admission, the Social Worker will review the application and when the application is determined to be complete, the Social Worker will notify the MR/MI Program Manager and give her the referral letter and a copy of the completed application. The Social Worker will contact the CSB staff to obtain needed information if the application is not complete.
- 3) When the completed application along with the letter is given to the Program Manager the Program Manager has 15 working days to appoint a MR/MI Team to visit the client in his/her current placement, provide consultation, make recommendations, and meet with the family, providers, and CSB representatives. The case will be presented to the MR/MI Council at the next scheduled meeting.

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- 4) A complete application will include the following:
  - a) Identifying Information
  - b) Family Information
  - c) Current Medical Condition
  - d) Immunization History
  - e) Medication History
  - f) Service History
  - g) Services Requested
  - h) Skills and Behaviors Checklist (DMH 885E 1147)
  - i) Level of Functioning Survey (DMH 885E 1157)
  - j) Documentation of Recipient Choice (DMH 885E 1149)
  - k) MR Prescreening Report (DMH 885E 0231)
  - l) Psychological Evaluation (No more than 2 years old)
  - m) Complete Social History
  - n) Complete Medical History
- 5) Upon receipt of a completed application packet, the MR/MI Program Manager will coordinate the team's presentation of the case at the next scheduled meeting of the Southwestern Virginia MR/MI Council for review and determination of acceptance to the MR/MI Unit.

The Director of Community Services will notify the Social Worker and the Community Services Administrative Assistant of the MR/MI Council's decision. The Pathways Program Manager will notify the Social Worker and Administrative Assistant if the Director of Community Services is not present at the Council meeting.

The Administrative Assistant will prepare the letter of acceptance or denial, as outlined in the DMHMRSAS Admission and Discharge Protocols and SWVTC policy and present it for signature by the Facility Director. The Social Worker will send this notice within 5 days of the MR/MI Council meeting, giving the appropriate person information regarding the appeal process if the applicant is denied.

Persons accepted for admission will be admitted as space allows. A waiting list will be maintained with priorities for admission to be determined by the MR/MI Council.

The MR/MI Program Manager or designee will initiate a contractual agreement with the referring CSB, to include:

- the responsibilities of all parties;
- projected date of discharge;
- identified behaviors for training;
- degree of involvement from referring CSB;
- degree of involvement from placement agency;
- conditions for family/community staff in-service training and follow-up;
- residential placement available upon discharge;

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- community based day program available upon discharge;
- financial responsibilities.

- 6) The referring CSB will initiate the Judicial Certification process per 37.2-806 of the Code of Virginia.
- 7) Additional procedures required for SWVTC regular admission will be followed, per SWVTC policy and department regulations.
- 8) Respite admissions follow the same guidelines in regards to the timeframe for completing the application as outlined in SWVTC Instruction 410, Admissions.
- 9) Respite Admission to the MR/MI Unit: Respite admissions to the MR/MI Unit will be reviewed by the Facility Director. The individual should have a Dual Diagnosis when being considered for admission to the unit for respite stay. Respite admissions, if approved, will be admitted as space is available.

### D. Requests for community technical assistance/consultation:

All requests for community technical assistance or consultation with the staff of the MR/MI Unit will be made by phone to the MR/MI Program Manager. The Program Manager will then contact the requesting CSB to confirm and gather additional information within 5 working days. If it is determined that the request is appropriate, the Program Manager will determine who will participate in providing technical assistance or consultation, and will schedule a visit or meeting to initiate that process.

### E. Information needed when requesting technical assistance:

- Current problems
- Past history of behavioral problems
- Any changes recently that could have affected individuals
- Health issues
- Family issues
- Legal history
- All forensic assessments
- Sexual offender assessments
- Risk assessments
- Psychological evaluations
- Psychiatric evaluations
- Medication history

### F. Procedures for Emergency/Respite Admissions to Pathways MR/MI Unit

Requests for emergency respite admission to the Pathways MR/MI Program should be made during business hours (M-F 8AM to 5PM) whenever possible. All requests for respite admission are to go through the appropriate Social Worker and in the Social Worker's absence the Director of Community Services.

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Emergency requests will be considered after 5pm and on any day of the week if the client has recently been discharged (less than 90) from the Pathways Program. CSB staff should contact the appropriate Social Worker or in the absence of the Social Worker, the Director of Community Services who will contact the SWVTC Director, who may determine that SWVTC is the most appropriate placement if space is available. If neither is available, CSB staff should contact the SWVTC AOD who will contact the SWVTC Director [in](#) processing of the emergency request.

If SWVTC is determined to be the most appropriate placement, the SWVTC Social Worker or in the absence of the Social Worker the Director of Community Services/Pathways Program Manager will facilitate the admission following approval by the Director.

Prior to any admission, the Community Services Board will provide the following:

- All current medications in labeled containers with dosage and instructions
- All current medical information including diagnoses and other information necessary to provide appropriate care,
- A written report of events leading up to the request for admission, and ID notes or other documentation of the 7-10 days prior to the admission,
- Statement from the CSB indicating SWVTC as least restrictive alternative placement, and completed prescreening report from the CSB if possible,
- Application for admission, at the time of admission or within 48 hours following the admission.